



Personal Tutors

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Level 4 – Employability: A Quick Guide for Personal Tutors (January)

This 'at a glance guide' has been designed to provide Personal Tutors with the key information needed to support and signpost their tutees to relevant career planning support to enhance their employability.

The 'Quick Guide' is not meant to be prescriptive; it is designed to provide a source of information on the topic of employability along with a series of prompts which might be useful when interacting with your tutees.

What is employability?

The University uses the term 'employability' to describe the set of skills and attributes that make graduates likely to gain employment and be successful on their chosen career path.

How do your tutees access support for their employability and career planning?

The Careers Service provides information, advice and guidance to support students with career decisions and career planning. The Service is located on the 2nd Floor of the Hub, and is available to all students at the University of Aberdeen and this is also extended to recent graduates and alumni. The Careers Service is also able to offer advice to support disappointed students who have been rejected by a graduate employer or recruiter. Careers advisers are able to offer practical help to identify and address any weak areas in a student's application and provide advice to strengthen future applications.

Appendix A presents a summary of the Careers Service provision.

Level 4 Personal Tutor Meeting: Employability

January

Suggested Meeting Agenda

- Remind students that a range of employers continue to visit the University in the second-half session, depending on their circumstances encourage your tutees to attend these employer events.
- Ensure students are aware that they are welcome to continue using the Careers Service after they finish their studies at Aberdeen.
- Let students know about completing the Destinations of Leavers from Higher Education (DLHE) Survey and that they will be contacted six months after their graduation.
- Discuss [reference requests](#) as the majority of students applying for work or further study will need to include at least one academic reference. Encourage students to gain permission from their academic referee before supplying their contact details on applications.

Suggested questions to use at your meeting:

- At our September meeting, we discussed your plans for after graduation, how are your plans progressing?
- How have you sought advice on making employment or further study applications from the Careers Service?
- How will you use the Careers Service to help you prepare for interviews or assessment centres?
- Have you thought about who will provide an academic reference as this is a usual requirement for graduate applications and postgraduate study?

Appendix A: Careers Service Provision

- **One-to-One Careers Guidance:** including 15 minute discussions with the Duty Adviser ([bookable online from the day before](#)) and 30 minute careers guidance appointments. During term-time there are extended opening hours on Tuesdays with appointments available until 7.30pm. In addition, on Thursday mornings during term-time there are 30 minute appointments available at Foresterhill. Students should visit the [About Us](#) section of the Careers Service website for full details.
- **Vacancies:** The Careers Service participates in a shared vacancy service with most other HE institutions in Scotland. This service ensures students have access to a wide range of vacancies (internships, placements and graduate positions). In the first instance students need to visit the [jobs & events service](#) and follow the short registration process. Registration will allow students to receive regular email alerts of opportunities relevant to them. The Service advertises approximately 5,000 vacancies each academic year. Additional information and advice on [finding graduate employment](#) is also available.
- **Employer Presentations:** A wide range of organisations visit campus throughout the academic year. Students can sign-up for these events through the [jobs & events service](#).
- **Self-employment Advice:** A range of support is available to students who are interested in [starting their own business](#), in conjunction with organisations such as the Scottish Institute for Enterprise and Business Gateway.
- **Further Study and Funding Advice:** [Support and information](#) for making applications to taught and research postgraduate courses and other further study options.
- **Recruitment/Employer Fairs:** These are held annually and include the Law Fair, the Engineering and Technology Fair and the North of Scotland Graduate Recruitment Fair.
- **Making Effective Applications:** Support regarding [CV writing](#), [covering letters](#), [preparing for interviews](#), free online [psychometric tests](#) and [assessment centres](#).
- **Virtual Careers Adviser Service:** This service offers [online CV and application form checks](#), [career planning advice and online career discussions](#).
- **Information:** The Careers Service has a well-stocked library within its open plan area on the 2nd Floor of the Hub. Students can find information on occupations, further study, work experience and making effective job applications. This is complemented by comprehensive [online resources](#), including researching [career options and ideas](#), [statistics on graduate first destinations](#) and [current labour market trends](#).

The simplest way for your tutees to keep up-to-date with Careers Service events, news, competitions and much more is via the [MyAberdeen careers tab](#).

